



Dispatcher
South Puget Sound Region
Recruitment # 2006-12-4055

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification: Office Assistant 3

Type of Position: This is a permanent position

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range: \$2053 – \$2588

Benefits Package: Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date: December 22, 2006

Closing Date: January 4, 2007

Location: Enumclaw, WA

POSITION PROFILE

Works in the fire dispatch/communications center at the South Puget Sound Region office in Enumclaw, WA. Provides communication and assistance, via telephone, radio, fax and email, between: field personnel, office staff, Resource Protection, private industry, state and federal agencies, and the general public. Dispatches personnel, equipment and aircraft for all-risk incidents both in-state and nationwide. Accurately maintains numerous agency-specific databases. Utilizes various mapping resources. Functions independently and as a team member.

REQUIRED POSITION QUALIFICATIONS

Education: High school graduate or equivalent.

Experience:

- Two years clerical/administrative experience demonstrating increased responsibility
- Two years computer experience, demonstrating increased skills development

Competencies:

- Ability to function effectively and professionally, both independently and as a team member, while working under high stress conditions for extended periods
- Ability to communicate clearly, both verbally and in writing
- Ability to receive and execute both verbal and written directions during emergency situations
- Ability to effectively utilize various mapping resources
- Ability to accurately document information received verbally over the radio, phone and in person

DESIRED POSITION QUALIFICATIONS

- Experience in Wildland fire suppression or emergency/911 dispatching procedures
- Experience using radio base stations to communicate
- Experience in ArcGIS ArcView
- Experience utilizing Rectangular Survey System
- Proficiency in MS Office software and an employer-specific software application
- One year's employment experience providing verbal and written communications
- Employment experience of independently and effectively managing time to meet deadlines
- Demonstrated employment experience of effectively multi-tasking

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to work extended shifts, up to 16-hour periods, during all-risk incidents.
- Most of the work for this position takes place in an office environment. On occasion, during incidents or training, the work may take place in an incident camp work environment.
- This position requires the employee to be flexible, as extended overtime is mandatory during initial and extended attack incident dispatch.
- Working conditions require this position to remain calm and effective in giving and receiving communication over the radio and telephone during high stress incidents.
- Travel and overnight stay is required for training. During some training and if the employee is dispatched on a fire assignment, lodging and meals may be provided in a camp, dormitory or tent environment.
- Must have a valid driver's license and two years driving experience.
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
Gretchen.murray@dnr.wa.gov	Gretchen Murray Department of Natural Resources 950 Farman Ave N Enumclaw, WA 98022

NOTE: Please indicate Office Assistant 3, # 2006-12-4055 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Vivian Hawkins at 360-825-1631 or e-mail us at DNRrecruiting@wadnr.gov.

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